

Responding for: State Laboratory Institute

- 1) Since each site is unique please describe for us what you believe the biggest concerns are for your site managers in terms of the HR reorg (i.e. JCAHO; reports; communication; off site HR operations...):
 1. On-site access by the State Lab Director of Administration and Finance to HRCMS and financial data to support grant applications, grant progress reports, financial planning and management and workforce analyses and projections
 2. Tracking system to monitor timeliness of HR actions
 3. Metrics to measure performance of HR functions
 4. Timely processing of new hires to assure recruitment of quality staff
 5. Timely and accurate processing of payroll exceptions including on-call pay, call back pay, and overtime.
 6. Maintenance of personnel records to meet CAP Certification
 7. Overall HR management including developing staffing patterns, classification and planning
- 2) What job responsibilities not commonly associated with HR are you involved in? (ex: in DMH CO, HR includes the Firearms Unit, this function will stay with the agency and a contingency plan is being made)
 - 1) Fiscal responsibilities include payroll planning and projections for 22 accounts, monthly reporting on payroll expenditures, spending plan preparations, preparation and monitoring of cost allocation report for UMMS
 - 2) Management and supervision of Laboratory and Office Supply System, High Speed Offset Print Shop, Mailroom (includes 5,000 pieces of mail per day containing laboratory specimens) and Switchboard
 - 3) Liaison with Central Budget Office to respond to budgetary requests and fiscal planning exercises
 - 4) Manage after hours on-call procedures for 24/7 coverage for DPH Programs
- 3) Does Training currently report to you?

No
- 4) Please provide a copy of your current standard meeting schedule including committee or task force participation. Indicate if any are of short-term duration. Please assume your current involvement in JCAHO PI groups and Diversity committees will remain the same)

Attendance at Bureau of Communicable Disease Control Division Directors and Bureau of Laboratory Sciences Division Directors' weekly meetings, and Senior Staff meetings on a regular basis

DPH-University of Massachusetts Medical School quarterly meetings

- 5) One of our goals will be to identify a standard bi-weekly meeting time for ESMs and LR Managers. What ideas do you have for the format, length, location and agenda for these meetings?

N/A

- 6) What thoughts do you have about providing effective communication to site managers and HR staff during the transition?

Communication around this process has been extremely limited. Managers do not have information on how this new system will work. Both written correspondence and meeting are needed to provide information. A site manager will have to be hired for the State Laboratory (Director of Administration and Finance) since I am accepting a job in EOHHS HR.

- 7) What process do you follow for internal approvals for HR transactions?

HR transactions are approved by Program Managers, Assistant Commissioners (Ralph Timperi or Al DeMaria) and SLI Budget/HR Office Director (Carol Cormier).

- 8) What role do you play in Budget spending plans; payroll projections etc....?

Responsible for the development of spending plans for 22 accounts for the payroll portion and participate with others on the preparation of lower subsidiary budgets.

- 9) Do you currently have designated timekeepers in your units, divisions etc...? How do you transmit time-logs, timesheets? How and where do you distribute pay advices?

Yes. Timekeepers pick up logs and checks from the SLI HR Office.

10) Do you currently follow a Bi-weekly hiring and orientation schedule? If not please describe.

New hire orientation is done on a weekly basis as needed.

11) For merged sites, will it be possible for you to consolidate your HR orientations?

N/A

12) What is your current involvement in Labor activities?

Responsible for labor activities including providing technical support to managers/supervisors with progressive discipline, remedial development plans and other activities

Conduct informal meetings with Union, employees and supervisors to resolve issues including attendance, work performance, etc.

Participate in grievance hearings

Respond to legal requests, MCAD complaints, etc.

13) Who Functions as Appointing Authority for letters of warning, suspensions and terminations?

Dr. Alfred DeMaria, Jr. – Assistant Commissioner for CD Bureau
Ralph Timperi – Assistant Commissioner for Lab Bureau

14) Are there specific written policies governing workplace behavior (e.g. sleeping, attentiveness, tardiness)?

Time and attendance policies

15) Are there any pending or recently adjudicated arbitrations within the past year?

No

16) What do you consider the major Labor challenges at you facility(s)?